

INSTRUCTIONS TO AUTHORS

- Initial submission
- Revised submission
- Guidelines
 - Manuscript
 - General matters of style
 - Bibliographical references and notes
- Submitting images



1 INITIAL SUBMISSION

- Manuscripts should be submitted to the Editorial Secretary:
Béatrice de Fraiture
e-mail: contact (at) babesch.org
- Authors may submit their manuscripts throughout the year, but by April 1st at the latest if publication is desired in the following year. English, French, German, and Italian texts are welcome. Authors are advised to consult a native speaker or a translator, if they write in a foreign language.
- All manuscripts are submitted to double blind peer review and review reports will be sent to the authors. If major adjustments are required, adjusted articles will undergo the peer review process again. They need to be accompanied by a letter addressed to the editors and/or peer reviewers to comment on the different points and suggestions made by the reviewers.
- Authors are requested to supply their manuscripts as a PDF with all illustrations included.
- Authors should also provide an abstract of approximately 100 words of their text **in English**.

2 REVISED SUBMISSIONS

- When a manuscript is accepted for publication, the author will be asked to provide a revised version as well as the illustrations that conform to the guidelines outlined below.
- A manuscript improperly prepared, even though accepted for publication, may be returned to the author for revision in accordance with these guidelines. A manuscript will not be scheduled for publication until all files and illustrations have been received and approved. Once the revised manuscript has been submitted, no major changes to the text will be allowed.
- Authors will receive one proof to make the necessary corrections, and a second one for final approval.

3 GUIDELINES

- **Manuscript – revised and accepted**

Word file

Manuscripts should be prepared using a recent version of Microsoft Word and submitted by email as a Word file (including summary, text, notes, bibliography and captions to figures), and a copy in pdf if symbols are included in the text.

Create a file for each component of the manuscript:

1. abstract, text, notes, and works cited and figure captions
2. tables, appendices, etc.
3. images (separate files). For guidelines see below

Author information

At the end of their manuscript, authors should supply their name, affiliations, full mailing address, and email address.

Headings within the manuscript

All headings should be typed on a separate line, not run in with the text. A-level subheads should be set in all caps and B-level subheads in italics. C-level subheads are to be avoided but, when necessary, should be set in Roman (regular). Thus:

HYDRIAE

Hydriae with show-handles

Introduction

Notes

Notes should be formatted as endnotes, not footnotes.

For further guidelines, see below.

Acknowledgments

Acknowledgments should be placed immediately before the first endnote and referenced by an asterisk at the end of the abstract.

Tables

Tables should replace text, not duplicate it, and should be numbered consecutively with Arabic numerals. Tables must be submitted in Microsoft Word and should be included as separate files. Provide each table with a short caption above the table

Captions to figures

A list of figures with appropriate captions, legends, and credits should be provided at the end of the text. Captions should be set in this format, with credits placed in parentheses, and ending with a period:

Fig. 1. Stele of Lemnos. Athens, National Museum (photo courtesy National Museum).

Fig. 2. Hera temple I ('Basilica') at Paestum (after Mertens 1993, fig. 61c).

Fig. 3. Plate F1315 from Aesis (Brecciaroli Taborelli 1996-1997, 111, fig. 57, n. 26).

Fig. 4. Excavation Bey 066 Beirut (photo author).

Fig. 5. The three sample zones of the Potenza Valley Survey (map by Geert Verhoeven).

For guidelines concerning submitting illustrations, see below.

List of works cited (bibliography)

A list of studies cited in the text should contain full bibliographic information according to the guidelines given below.

- **General matters of style**

Measurements

International units of measurements are to be preferred. All measurements should be expressed with Arabic numerals and abbreviated units unless they appear at the beginning of a sentence:

20 cm

Twenty-five kilometers from the site

If multiple dimensions are cited, use the following format:

1.5 x 1.9 m

0.3-0.5 cm in height

Chronological references

Era designations are to be set in capital letters without spaces, never in small caps. Authors may either use BC (before Christ) and AD (anno Domini) or BCE (Before Common Era) and CE (Common Era).

All numerical dates are to be written in their entirety except in cases of conventional epigraphic usage:

211-202 BC

AD 208-209

References to decades should be identified by their century and expressed in numerals. No apostrophe is needed between the year and the 's':

240s

In citing radiocarbon dates, lowercase letters (b.p., b.c.) may be used for uncalibrated determinations, but it is advisable to specify this convention at the first mention in the text:

4000 b.c. (uncalibrated)

Modern dates should be cited as day/month/year, without punctuation:

15 January 1996

Abbreviations

Common abbreviations should be used in footnotes and parenthetical references within the text. Abbreviations such as f. or ff. for "following page(s)" are to be avoided.

The abbreviations for «figure», «figures», «plate», and «note» are «fig.», «figs», «pl.», «pls» and «n.» respectively.

References to classical literature

Latin titles are preferred, italicized according to the list of abbreviations given in S. Hornblower/A. Spawforth (eds), *The Oxford Classical Dictionary*, third edition (Oxford 1996; hereafter OCD3), followed by the appropriate book, chapter, paragraph, or line numbers, separated by periods. Authors' names and titles should be written out completely when appearing in the text, abbreviated when appearing in footnotes or parenthetical references within the text. Only the first word, proper nouns, and proper adjectives are to be capitalized:

As noted by Vitruvius (*De arch.* 2.3.3)

Vitruvius notes in *De architectura* (2.3.3)

¹ *Vitr. De arch.* 2.3.3.

- **Bibliographical references and notes**

Endnotes

Endnotes may contain explanation, amplification, or commentary in addition to short bibliographical citations whose full form is given in a list of all cited works, published at the end of the article

Bibliographical citations are drawn from the list of cited works appearing at the end of the article. These citations should consist of the author's last name, the year of publication, and relevant inclusive pages, sections, figures, plates, and the like.

Endnotes containing no supplementary information should be formatted as follows:

Single-volume works cited

¹ Harrison 1982, 40-53.

² Blümel 1966, pl. 36b.

³ Jones 1937, 30 n. 23.

Multiple works cited

¹ Carlisle 1998, 265-287; see also Balzer 1996, 164-182; Margreth 1993.

Multiple references to the same work or author

¹ Lancaster 1998, 1999.

² Fitzmyer 1983, 47-106; 1990, 306.

³ Hamilton 1997a, 1997b.

⁴ Geagan 1995a, 16-20, 42.

Two or three authors

¹ Curtis/Green 1997, 105.

Four or more authors

¹ Hunter et al. 1997, 46-51.

Abbreviations

Abbreviations of titles of periodicals and standard works should follow those used in the and the *DAI Richtlinien* of the German Archaeological Institute (Deutsches Archäologisches Institut). If not included, please, quote in full.

https://www.dainst.org/documents/10180/70593/02_Liste-Abkürzungen_quer.pdf/2c74093b-c8b6-4c6a-8af1-17a155109505

https://www.dainst.org/documents/10180/70593/03_Liste+abzukürzender+Zeitschriften_quer.pdf/2646d351-8e5d-4e8b-8acd-54f3c272d3ff

Page numbers

Inclusive page references must be cited. The second number of inclusive page numbers is not to be abbreviated:

7-14, 100-104, 205-206, 417-542

Sample references to books in list of works and in note cited

One author

Dyson, S.L. 1985, *The Creation of the Roman Frontier*, Princeton.

¹ Dyson 1985, 86.

Two or three authors

Curtis, J./A. Green 1997, *Excavations at Khirbet Khatuniyeh*, London.

¹ Curtis/Green 1997, 104-105.

Hunter, J./C. Roberts/A. Martin 1997, *Studies in Crime: An Introduction to Forensic Archaeology*, New York.

¹ Hunter et al. 1997, 46-51.

More than three authors

Hunter, J. et al. 1997, *Studies in Crime: An Introduction to Forensic Archaeology*, New York.

¹ Hunter et al. 1997, 46-51.

Editor

Colonna, G. (ed.) 1996, *L'altorilievo di Pyrgi: Dei ed eroi greci in Etruria*, Rome.

¹ Colonna 1996, fig. 18.

Book in a series

Buitron-Oliver, D. 1996, *The Sanctuary of Apollo Hylates at Kourion: Excavations in the Archaic Precinct* (SIMA 109), Jonsered.

¹ Buitron-Oliver 1996, 55-57.

Knauß, F.S. 1997, *Der lineare Inselstil: Eine kykladische Keramikwerkstatt am Übergang von der spätgeometrischen zur archaischen Zeit* (Saarbrücker Studien zur Archäologie und alten Geschichte 13), Saarbrücken.

¹ Knauß 1997, 98-116.

Chapters or other titled parts of a book

Snodgrass, A. 1990, Survey Archaeology and the Rural Landscape of the Greek City, in O. Murray/S. Price (eds.), *The Greek City from Homer to Alexander*, Oxford, 113-124.

¹ Snodgrass 1990.

Hägg, R. 1998, Osteology and Greek Sacrificial Practice, in R. Hägg (ed.), *Ancient Greek Cult Practice from the Archaeological Evidence* (SkrAth 8^o, 15), Stockholm, 49-56.

¹ Hägg 1998, fig. 1.

Journal article, periodicals, abbreviations according to DAI; if not included, please, quote in full.

Büsing, H. 1982, Metrologische Beiträge, *Jdl* 97, 1-45.

¹ Büsing 1982, 15-25.

Book reviews

Smith, C. 1999, Review of P. Carafa, *Il Comizio di Roma dalle origini all'età di Augusto*, *AJA* 103, 571-572.

¹ Smith 1999.

4 SUBMITTING IMAGES

- With the revised manuscript, authors should submit illustrations of professional quality.
- All photos, figures etc. should be given as separate files.
- Consideration must be given to BABESCH's dimensions and column width. The maximum printable area is 16 x 22 cm. Illustrations may be published from one-column (8 cm) or two-column (16 cm) width. Every attempt should be made to draw diagrams and plans to the same scale.

File format

We accept JPEG, TIFF, EPS, PDF, .ai and .psd format.

In case of ai-files with a combination of drawing and photo, the file should be saved with photos embedded. These photos should also be sent separately.

The color setting of drawings made in .ai should be *black*. The color setting *registration* is not the right setting.

Resolution

It is extremely important to use the correct resolution when submitting figures. We do NOT accept low-resolution (<300 dpi).

350 dpi for color and grey tones.

600 dpi, preferably 1200 dpi for line art

Crop figures so that no unnecessary white space is left bordering the figure. This will help reduce the file size.

When using material protected by copyright, it is the responsibility of the author to obtain permission to reproduce, both in print and on BABESCH's Web site.